

Equip Supp File

Chief, of Supply Division , OL

8 MAR 1957

Chief, Records Management Staff

Agency Chain Envelope

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1. A new Chain Envelope has been developed. The Office of Security, under the date of 30 November 1956, gave approval of the features incorporated in the change. Its use has been sanctioned for the DD/I and DD/S Areas. Sample sketch and specifications for the new envelope are enclosed.

2. The following three factors are involved in the change.

a. No printing is provided for addresses on the face or back of the envelope. This eliminates the security hazard of listed names and addresses. File drawer space now used for envelope storage will be released.

b. The envelope is secured by means of a "string and button" fastener. This saves the expense of sealing tape and the man hours necessary to place the tape on the envelope. The life of the envelope will be increased many fold thereby reducing envelope consumption.

c. A "window envelope" is placed on the face of the chain envelope to carry courier receipts or a 3" x 5" card indicating the addressee. Where courier receipts are used, it will assure the right courier receipt with the appropriate material and eliminate the need for the second writing of the address.

3. In view of the general advantages to be gained by the adoption of the new envelope, it is recommended that the following trial order be placed and stock distributed to supply rooms.

20,000 each 9 1/2" x 12"
5,000 each 10" x 16"

4. Management Staff will assist in publicizing and securing general acceptance of this change.

Enclosures:

1 Sample sketch and specifications

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Mgt S/RMS [] rea (26 February 1957)

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